



Development and Communications Director

The Kalamazoo Humane Society is an animal advocacy organization focused on education, leadership, and animal welfare, proudly serving the Kalamazoo and surrounding communities for over 100 years.

KHS is seeking a seasoned Development and Communications Director to oversee new and existing local events, external communications, community outreach, and grant writing, under the direction of the Executive Director.

A successful candidate for this position would be able to demonstrate proficiency in the following:

Responsibilities:

- Drive financial results through creation of new funding opportunities
 - Identification and development of fund-raising events and opportunities
 - Continuous improvement of key fund raising through events such as, but not limited to: the annual Dog Walk, Reverse Raffle, etc
 - Foster donor relations and development initiatives, under the direction of the KHS Executive Director
 - Identification of grant opportunities and oversight of proposal submission
- Promote KHS as a community leader
 - Identification and oversight of community outreach and education programs
- Ensure effective execution of branding and external communication strategies
 - Oversight of external communications and marketing
 - Newsletter
 - Social Media Sites
 - Website Content

Qualifications:

- 2-3 years experience in fund-raising, donor relations, and/or communications
- Understanding of issues concerning animal advocacy
- Bachelors degree in Business, Communications, Marketing, or other relevant program(s)

Skills:

- Excellent written and oral communication
- Strong project management knowledge with an ability to juggle many projects simultaneously

- Ability to read and interpret grant application requirements, laws and regulations.
- Knowledge and proficiency in MS Office
- Advanced organization skills and attention to detail

Key Competencies:

- **Advocacy:** Ability to communicate complex goals and objectives verbally and in writing to various audiences in a persuasive and personable manner.
- **Results Orientation:** Recognizes organizational needs and takes specific actions to meet, and when possible, exceed established goals. Ability to create high-quality outcomes, completed within established timeframes. Demonstrates flexibility and adjusts approach, based on the needs of a situation, in order to achieve a desirable result.
- **Collaboration:** Works cooperatively with others in order to achieve shared goals and objectives. Seeks input from others to inform decision making. Understands and appreciates different perspectives and approaches to issues or problems. Openly contributes ideas and assistance, seeking opportunities for team success over individual achievement.

Interested candidates send cover letter and resume to: Aaron Winters, Executive Director, 4239 S. Westnedge Ave., Kalamazoo MI 49008 or awinters@kazoohumane.org. No phone calls please. Salary commensurate with experience.